

called drive-yourself type or other for-hire automobile services nor for payment of toll road or toll bridge charges.

§ 101-41.207-2 Preparation of GTR's.

(a) Detailed instructions for the preparation of the GTR and related forms are furnished in the GSA guide "How to Prepare and Process U.S. Government Transportation Requests" (national stock number 7610-01-038-1389). Agencies may obtain copies of the guide by submitting a requisition in FEDSTRIP/MILSTRIP format to the General Services Administration regional office providing support to the requesting activity. Copies also are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

(b) The memorandum card copy (SF 1169-A) shall be prepared simultaneously with the original (SF 1169) and shall clearly show all information other than signatures that appears on the original at the time of surrender for service. Carrier agents shall not accept the memorandum card copy in lieu of the original.

§ 101-41.207-3 Disposition of spoiled or canceled GTR's.

A GTR spoiled in preparation, canceled, or prepared for issuance but not used shall be marked "CANCELED" across the face and forwarded immediately through the issuing office to the office maintaining the accountability records. General Records Schedule 9, Travel and Transportation Records (see § 101-11.404-2), provides instructions for the disposal of a GTR.

§ 101-41.207-4 Accountability for GTR's.

Each agency shall prescribe procedures to control GTR procurement, stocking, distribution, and accountability and shall establish safeguards to prevent their improper or unauthorized use. Each officer and employee of the Government or other person having custody of a GTR is responsible for its safekeeping and is liable for amounts which the Government may be required to pay because of improper use of the GTR resulting from fault or negligence of the custodian.

§ 101-41.208 Validation and honoring of GTR's.

§ 101-41.208-1 Validation of GTR's and identification of travelers.

GTR's shall be completely filled out and properly signed by the issuing officer so as to be valid for presentation to obtain transportation services and/or accommodations. Carrier agents shall not honor GTR's which are incomplete or unsigned or which show erasures or alterations not validated by the initials of the issuing officer. Carriers shall require the person presenting a valid GTR to establish his identity as the traveler or party authorized to receive the ticket, exchange order, refund slip, or other transportation document. In the absence of satisfactory identification, the GTR shall not be honored.

§ 101-41.208-2 GTR identification on tickets and coupons.

Carriers shall stamp or endorse each coupon of the ticket, exchange order or other transportation document with the words "U.S. GOVERNMENT" and the serial number of the GTR authorizing the service. Each Government excess baggage authorization/ticket (GEBAT) shall show the GTR number, the complete name and address of the agency to which charges applicable to the excess baggage services shall be billed, and the name of the traveler, as shown on the authorizing GTR.

§ 101-41.208-3 Honoring GTR's.

The GTR shall be drawn on the carrier that is expected to furnish the service. However, a carrier other than the one named may honor the GTR provided the substitute carrier furnishes comparable service. When a different service or a service of lesser value is furnished, the type of service and the name of the carrier, if other than that shown on the GTR, shall be entered on the reverse of the GTR. That record shall be signed and dated by the carrier representative and countersigned by the traveler or person in charge of a group of travelers. The traveler or person in charge shall similarly endorse the memorandum card copy (SF 1169-A). If the original and